

DUTY STATEMENT

DFW 242A (REV. 03/19/14)

INSTRUCTIONS: A duty statement and organizational chart must be submitted with each Request for Personnel Action, Form 242		EFFECTIVE DATE
CDFW DIVISION/BRANCH/REGION/OFFICE Marine Region	POSITION NUMBER (Agency-Unit-Class-Serial) 565-772-0756-002 RPA ER7 MR 21-024	
UNIT NAME AND LOCATION Resource Assessment Program – West Sacramento, Los Alamitos, Monterey, and Santa Rosa	CLASS TITLE Environmental Program Manager I	
INCUMBENT Vacant	CURRENT POSITION NUMBER (Agency-Unit-Class-Serial) 565-772-0756-002	
BRIEFLY DESCRIBE THE POSITION'S ORGANIZATION SETTING AND MAJOR FUNCTIONS: Under the direction of the Regional Manager, this position provides high level direction to the Region's Resource Assessment Program to support fisheries management through fisheries data collection, data analysis, data sharing, Geographical Information Systems (GIS) support, data system development and population modeling. This position serves as part of the Marine Region management team and is expected to ensure effective program delivery and consistency with Department policies. Duties include the following essential functions:		
PERCENTAGE OF TIME PERFORMING DUTIES	INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST. (USE THE REVERSE SIDE IF NECESSARY.)	
35%	<u>ESSENTIAL FUNCTIONS:</u> Program Supervision – Supervises a diverse staff encompassing a variety of supervisory and specialist scientific classifications, as well as analytical, and administrative classifications. Provides leadership and oversight to three main projects: (1) the Data Management Project comprised of the Marine Fisheries Statistical Unit, Data Sharing and Analysis, and GIS support (10 positions); (2) the Fisheries Analytics Project responsible for producing recreational catch and effort estimates, sampling and survey design, and includes a specialist in Population Modeling (6 positions); and (3) the California Recreational Fisheries Survey a statewide field program with 15 permanent staff including a specialist as the statewide coordinator and up to 80 Scientific Aids. Duties involve hiring staff, conducting performance reviews, identifying and guiding staff training and development, applying appropriate disciplinary actions, prioritizing work assignments and developing short- and long-term program strategies. Coordinates senior staff activities through work plan development and evaluation. Provides broad program perspective, specific issue technical guidance, and builds and maintains highly functional and proactive teams to meet Region and program goals. Promotes open and effective communications among program staff and with related programs in other Regions, Branches, or functions by organizing meetings, preparing memos and correspondence, and utilizing other means to effectively communicate policy on behalf of the program.	
35%	Program Coordination - Serves as a Marine Region representative on various fisheries and collaborative committees or taskforces. Serves as Marine Region coordinator for data system and application development initiatives with the Data and Technology Division (DTD). Coordinates with stakeholders, Law Enforcement Division, Office of General Counsel, DTD, state and federal partner agencies concerning marine fisheries management and data management issues.	
15%	Policy Development and Support - Assists in formulating and administering policies and guidance needed to uphold California Department of Fish & Wildlife's (CDFW) trustee responsibilities for resource assessment activities and commercial and recreational fisheries data management. Fosters headquarters, regional, and interagency teams to accomplish program goals and interagency coordination. Serves as lead for the Region in meetings with headquarters, other Regional Managers, other agencies and when requested by the Regional Manager.	
10%	Program Administration - Develops and manages program budgets, budget change proposals, and expenditures. Leads or assists in legislative and regulatory concepts, proposals or packages; prepares or reviews correspondence as assigned for the Director's referrals, legislative requests,	

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5%	<p>media and general public; reviews scientific, technical and administrative reports; represents the DFW at public meetings and hearings; facilitates resolution of difficult issues. Pursues applicable federal, state and private grants that advance program goals. Oversees development and implementation of contracts for fisheries projects and data analysis. Reviews background, objectives, budget details and work to be performed for program specific contracts.</p> <p><u>NON-ESSENTIAL FUNCTIONS:</u></p> <p><u>Other Duties:</u> Under the supervision of the Regional Manager, may create special reports and white papers, conduct research on issues needing additional information and tracking. May act for the Regional Manager in their absence. Participate in job required training or professional development.</p> <p>KNOWLEDGE AND ABILITIES:</p> <p>Knowledge of: Basic principles of land, water, fish, wildlife, and other natural resources research; principles of ecology; soil and irrigation sciences, resource management, hydrology, geology, and waste prevention; statistical methods; land-use practices with reference to their general effect on human health, natural resources, agricultural productivity, and the environment; effects of hazardous and non-hazardous waste material and their interactions on the environment; chemical reactions; California and Federal environmental laws, rules, regulations, and requirements; basic toxicology, hydrology, geology, and principles of risk assessment and risk management; concepts employed in a variety of disciplines including environmental planning, economics, and resource management; geolocation and geo-referencing software applications, resource conservation program impacts and implementation strategies; and recycling issues.</p> <p>In addition to the above, broad knowledge of the legislative process; California and Federal environmental regulatory and resource management laws, regulations, plans, programs, and policies relating to their program area; resource management practices and techniques; and chemical substances and waste materials and their interactions with and effects on public health and the environment.</p> <p>In addition to the above, techniques for dispute resolution, principles and techniques of personnel management and supervision; budgeting and other administrative functions; and a manager's/supervisor's role in the Affirmative Action and Equal Employment Opportunity Program and the processes available to meet affirmative action and equal employment opportunity objectives.</p> <p>In addition to all of the above, health and environment related priorities of legislative and administrative branches of California and Federal government; health and environmental solutions and initiatives being pursued by other states, local agencies, and the Federal government; and performance management strategies.</p> <p>Ability to: Apply or modify scientific methods and principles; collect environmental data; analyze and evaluate data and reach sound conclusions; review, check, and interpret scientific and environmental reports; analyze situations and take appropriate actions; establish and maintain cooperative relations with all persons contacted; communicate effectively; prepare clear, complete, and technically accurate reports; apply laws, rules, regulations, policies, and requirements of California and Federal environmental protection and resource management programs; assess the impact of proposed State and Federal environmental legislation and regulations; understand principles of risk assessment and risk management; work with professionals from a variety of disciplines within and outside of State government; and review and understand technical research reports on emerging public health and environmental issues.</p> <p>In addition to the above, develop scientific methodologies, research projects, criteria, procedures, guidelines, reference materials, planning and regulatory documents, and other innovative solutions for critical and/or sensitive environmental management problems; independently plan environmental studies; provide research and evaluation of short-term and important projects concerning public</p>

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	<p>health, agricultural productivity, and environmental protection; develop techniques for handling and analyzing a large variety of detailed data; communicate the results and implications of studies to nonspecialists; act as an expert witness in court or at legislative or quasi-judicial hearings; provide leadership in accomplishing basic functions and objectives in assigned programs; and inspire confidence and effective working relationships with employees, managers, and leaders in government and industry.</p> <p>In addition to the above, plan, organize, and direct the work of others; perceive the alternatives available in the solution of management problems and select realistic courses of action; and effectively contribute to the employer's affirmative action and equal employment opportunity objectives.</p> <p>In addition to all of the above, manage lead, or administer program resources; make decisions regarding program milestones; provide a forum for the resolution of conflicts or disputes among implementing agencies; ensure prompt and balanced media utilization; develop innovative solutions to difficult human health, agricultural productivity, and environmental management problems; and evaluate program performance and achievements.</p> <p>DESIRABLE QUALIFICATIONS:</p> <p>Special Personal Characteristics: Demonstrates leadership and team building skills, implements effective communication strategies, prioritizes and manages multiple projects simultaneously, self-motivated, is dependable and reliable, retains flexibility to adapt to changing circumstances.</p> <p>Interpersonal Skills: Has a positive attitude and inspires others, is confident and remains calm when dealing with contentious issues, can mediate conflicts effectively, acts with integrity, is courteous of and values others.</p> <p>WORKING CONDITIONS: Ability to work in an office or telework environment, use standard computer equipment, and travel as needed.</p>	
SUPERVISOR'S STATEMENT: I HAVE DISCUSSED THE DUTIES OF THE POSITION WITH THE EMPLOYEE.		
PRINT SUPERVISOR'S NAME	SUPERVISOR'S SIGNATURE	DATE
EMPLOYEE'S STATEMENT: I HAVE DISCUSSED WITH MY SUPERVISOR THE DUTIES OF THE POSITION AND HAVE RECEIVED A COPY OF THE DUTY STATEMENT. I HAVE READ AND UNDERSTAND THE DUTIES AND ESSENTIAL FUNCTIONS OF THE POSITION AND CAN PERFORM THESE DUTIES WITH OR WITHOUT REASONABLE ACCOMMODATION.		
PRINT EMPLOYEE'S NAME	EMPLOYEE'S SIGNATURE	DATE